

UNAUTHORIZED MAIL

Mail to or from offenders, including publications and eMessages/attachments, may be rejected for any of the following reasons:

1. Not specifically authorized by DOC 450.100 Mail for Prison Offenders or any other policy or applicable Operational Memorandum
2. Attempts to establish contact with a person or his/her guardian who has requested not to be contacted by the offender, when the offender is aware or should be aware of the request
3. Violates sentencing conditions and/or court order or otherwise attempts to establish prohibited contact between the sender and recipient, including attempted contact between an individual found to have committed staff sexual misconduct/harassment and any offender in violation of DOC 450.050 Prohibited Contact
4. Contains an unknown substance(s) or contraband, or relates to sending contraband into or out of the facility
5. Contains items written or drawn in crayon or gel pen, contains excessive marker ink, or contains or has been treated with perfume, glitter, and/or other items that could be easily misidentified
6. Contains escape plans and/or other information related to escape
7. Provides technical/detailed information on security systems, equipment, and practices used in the correctional field
8. Contains plans for activity that violates state/federal law, the Washington Administrative Code, Department policy, and/or local facility rules
9. Contains instructional and/or "how to" material for committing illegal activities
10. Depicts or describes the procedures for constructing or using weapons, ammunition, bombs, and/or other destructive devices, or includes life sized photograph(s)/graphic illustration(s) of these items
11. Provides instructions on martial arts, fighting/self-defense techniques, and/or how to disable/disarm others
12. Appears to be in code
13. Contains written/graphic information on security equipment/operations or facility blueprints/diagrams
14. Contains detailed maps/charts of Washington, Oregon, Idaho, and/or British Columbia, except those received by the facility libraries
15. Contains information that could create a risk of physical harm to the offender or another person if the communication were allowed

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16. Contains sexually explicit material as defined in WAC 137-48-020 and/or references sexually explicit behavior. May include altered images, strategically placed graphics, or airbrushing. Sexually explicit behavior must be the predominant theme when rejecting written and/or audio based publications, letters, or eMessages.
17. The publication(s) is not in English, and the Publication Review Committee cannot confirm that it complies with Department policy and facility specific procedures
18. Contains publications or documents, other than legal mail sent from a legal entity/ agency, that have been altered (e.g., pages torn/removed, extraneous markings, etc.)
19. Advocates violence against others and/or the overthrow of authority
20. Advocates that a protected class or group of individuals is inferior and/or makes such class/group the object of ridicule and/or scorn, and may reasonably be thought to precipitate a violent confrontation between the recipient and a member(s) of the target group
21. Purports to be legal/special mail, but upon inspection is determined to be general correspondence
22. Contains cash or personal check(s)
23. Contains markings of gang symbols or symbols of other unauthorized groups that may reasonably be thought to precipitate violence
24. Contains multiple or similar copies/photocopies of the same photograph, document, and/or publication/subscription, in whole or part
25. Contains pre-franked envelopes and/or non-cancelled postage stamps, with the exception of eStamps, without prior approval from the Superintendent/designee
26. Contains correspondence, information, or other items relating to another incarcerated offender(s) without prior approval from the Superintendent/designee, or attempts or conveys unauthorized offender to offender correspondence
27. Contains a blank greeting card or postcard, or contains any stickers/labels
28. Contains a photograph, card, poster, and/or calendar that is padded, laminated/ layered, musical, and/or exceeds the storage dimensions noted in DOC 440.000 Personal Property for Offenders
29. Contains an unauthorized cassette tape(s) and/or CD(s), including public disclosure CDs
30. Contains clipping(s)/copies of copyrighted material, including books. Single clippings or copies from public domain publications (e.g., newspapers, magazines) are allowed.
31. Contains or attempts to obtain an item(s) not approved and paid for in advance through facility designated channels

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32. Solicits and/or contains money or anything of value, except as allowed per DOC 200.000 Trust Accounts for Offenders, from anyone other than the offender's immediate family member without prior approval from the Superintendent/designee. This does not preclude authorized purchases through approved vendors.
33. Requests/directs another person to provide money or anything of value to a third party without prior approval from the Superintendent/designee
34. Contains printed material other than correspondence for an offender currently assigned to a Reception Diagnostic Center
35. Contains a metal and/or inflexible binder
36. The eMessage videogram (i.e., pre-recorded video attached to an eMessage) does not comply with DOC 450.100 Mail for Prison Offenders or otherwise contains any display of nudity, behavior or actions that are sexual in nature, drugs/alcohol or related paraphernalia, weapons, graphics or paraphernalia associated with any Security Threat Group, or unlawful activity
37. Contains copies that are being sent to a Reception Diagnostic Center
38. Contains sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance. Publications that contain a sweepstakes or contest entry will not be restricted. However, offenders are not authorized to enter sweepstakes or contests of any kind.